

DEPARTMENT OF ADMINISTRATION  
PUBLIC RECORDS BOARD  
PRB-001 (R 04/2010)  
PAGE 1 OF 3

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"> <li>Instructions for completion are provided on pages 2-3.</li> <li>In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li> <li>Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.</li> <li>Agency Records Officer: Review &amp; approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process.</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">1. Retention/Disposition Authorization # (RDA)</th> </tr> <tr> <td style="width: 50%;">Sequential Number <b>685</b></td> <td style="width: 50%;">Suffix <b>A</b></td> </tr> <tr> <td>2. Agency Number <b>437</b></td> <td>3. Unit Number <b>308</b></td> </tr> <tr> <td colspan="2">           4. RDA Status    <input type="checkbox"/> New    <input checked="" type="checkbox"/> Amended  <input type="checkbox"/> Sunset/Renewal    <input type="checkbox"/> Closed/Superseded         </td> </tr> </table>	1. Retention/Disposition Authorization # (RDA)		Sequential Number <b>685</b>	Suffix <b>A</b>	2. Agency Number <b>437</b>	3. Unit Number <b>308</b>	4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	
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5. Agency Name Department of Children and Families	
Division Name Safety and Permanence	Subdivision Name Permanence and Out of Home Care

6. Record Series Title Adoptive Home Files/Request Withdrawn - Statewide			
7. Record Series Life Cycle Dates			8. Medium for Records Storage - Check all appropriate categories
Year Created <b>1950</b>	Year Discontinued	Year of Final Disposition	
			<input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period			10. Event that Initiates the Start of the Retention Time Period
Yrs <b>5</b>	Mo	Wks	Days
			Permanent <input type="checkbox"/> Creation <input type="checkbox"/> (CR)    Fiscal <input type="checkbox"/> (FIS)    Other (Specify) <input checked="" type="checkbox"/> Case is closed

11. Disposition			
<input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify)			
<input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives			

12. Records Series Description

Purpose: Provide a record of the application process for people who apply to the State of Wisconsin to adopt a child but who do not complete the process.

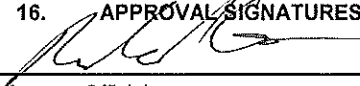
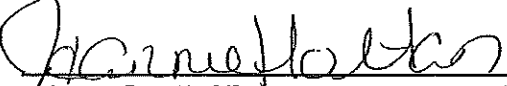
Contents: Consists of records for families who apply to adopt a child but withdraw from the process before a home study is begun, before a home study is completed or after a home study is completed, but the family does not adopt a child. The files may include, but are not limited to, the initial application inquiry, the formal application, questionnaires, medical reports, copies of marriage/birth certificates, reference letters, the home study and related correspondence.

Closed is defined as when the application is formally withdrawn and/or case work ceases and there is no further contact from the family.

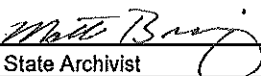

**APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO May 2023**

13. Records Contain Personally Identifiable Information (PII) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. Name of Agency Program Contact or Records Officer - Select appropriate title. Steven Obershaw <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone    608-261-7660    Email    steven.obershaw@wi.gov
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15. Records Series Is Confidential or Access is Limited <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code)    s. 48.78
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16. APPROVAL SIGNATURES			
	<b>3-12-13</b>		<b>3-12-13</b>
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

	<b>5/14/13</b>		<b>5/24/2013</b>
State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)